



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 02/09/2015	Employee Requisition Number ER-15136	JOB OPPORTUNITY	
Title/Position: SURVEILLANCE SUPERVISOR			
Pay Grade MG 4	Salary Range \$35,859-46,820	Classification Management	
Department: OFFICE OF PUBLIC GAMING	Location: Okmulgee	Location Code: 33	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Surveillance Supervisor is responsible for assisting the Surveillance Manager in the supervision of gaming monitors at the specified gaming facility.
Principal Duties and Responsibilities:	Under the supervision of the Surveillance Manager, the Surveillance Supervisor is responsible for supervising and coordinating the daily activities of surveillance personnel and the specific gaming facilities. Shall utilize the close circuit surveillance systems to insure the gaming facilities comply with Muscogee (Creek) Nation gaming ordinances and protect the assets of the facility. Shall prepare log-in time sheets and schedules for surveillance personnel. Shall safeguard all evidence and confidential information and maintain department confidentiality. Shall review and oversee the preparation of various Surveillance personnel reports. Shall observe patrons and employees to detect various types of scams and frauds, as well as infractions of tribal and facility rules and regulations. Shall provide assistance to Lighthorse Security by radio and/or telephone. Shall perform other duties as assigned by supervisor.
Minimum Requirements:	High School diploma with two years experience surveillance and/or gaming experience. Two years experience or knowledge with NIGC, internal control and IGRA or a combination of experience and education.
Preferred Requirements:	: Associate's Degree in Criminal Justice or Law Enforcement. Three (3) years experience in surveillance and/or gaming, report writing, surveillance and/or gaming equipment, and knowledge of NIGC, internal controls, and IGRA. One (1) year experience in a supervisory capacity.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:



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Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.